

## Keeping Track of Your Flexible PCA Hours

You may use the PCA Flexbook to track your PCA hours in the same way as you would balance a checkbook. Each flexbook worksheet keeps track of PCA hours used and remaining for a six-month period. Your PCA provider will also track the hours you use.

### Important

When the number of hours in the Hours Left column reaches zero, you have used your maximum number of PCA hours. You **may not** use more PCA hours until the next six-month period starts. PCA hours do **not** carry over from one six-month period to the next.

### Instructions

Pick a time that works for you, *for example, at the end of the month or when you sign a PCA's time sheet*, and 'balance' the worksheet as you would balance your checkbook. Using the Service Agreement, locate the line item for the first or second six-month period. Using the appropriate worksheet, either first or second six-month:

Enter the Start and End Dates.

Enter the **Maximum Number of PCA Hours/Units** taken from the corresponding line item that matches the Start or End Date that you are using. The line items on the Service Agreements identify units of PCA service for billing purposes. Four PCA units equal one hour of PCA service. If you find it easier to track use by hours, take the number of PCA units on a line item and divide by four to find your Maximum Number of PCA Hours. If you would rather track in units, no changes are needed. Remember to use hours or units all the way through the tracking process. They are not interchangeable.

To balance your Flexbook:

Enter the Date you received PCA services.

Enter Notes. *This might include the name of your PCA or provider if you have more than one, or a note on how or why you used your PCA hours as you did for the date you received PCA services, or a reminder that hours were provided in intervals during the course of the day..*

Enter the Hours/Units Used. This is the amount of hours the PCA will be reimbursed.

Subtract the Hours/Units Used from the hours you have left. Use the amount of PCA hours you have recorded in the previous Hours Left column.

When the number of hours reaches zero, you have used your Maximum Number of PCA Hours. You may **not** use more PCA hours until the next six-month period starts.

Print as many worksheets as you need for each six-month period.

## PCA Flexbook: First Six-Months

**Start Date:**\_\_\_/\_\_\_/\_\_\_ **End Date:**\_\_\_/\_\_\_/\_\_\_ **Maximum Number PCA Hours/Units:**\_\_\_\_\_

[illegible]

## PCA Flexbook: Second Six-Months

**Start Date:**\_\_\_/\_\_\_/\_\_\_ **End Date:**\_\_\_/\_\_\_/\_\_\_ **Maximum Number PCA Hours/Units:**\_\_\_\_\_

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## PCA Hours Budgeting Tool



Use this tool with your provider to budget how to use your PCA hours for the service plan year. If you plan to use more hours during some months, *for example, during summer vacation*, you need to use less hours in other months. Your provider is required to let you know every month how many hours you are using and have remaining. Periodically check your numbers with theirs. If you see that the numbers do not match, talk about it with your provider.

### Instructions

Once you have your Maximum Number of PCA Hours/Units for a six-month period, enter the six consecutive months on the tool. Among the six months, divide the Maximum Number of PCA Hours/Units as you feel they can best meet your needs. Periodically enter the number of hours/units used. The total of hours/units used may never exceed the Maximum Number of PCA Hours.

Maximum Number of PCA Hours/Units _____				
	Month	Hours/Units Planned	Hours/Units Used	Notes
1.				
2.				
3.				
4.				
5.				
6.				

Maximum Number of PCA Hours/Units _____				
	Month	Hours/Units Planned	Hours/Units Used	Notes
1.				
2.				
3.				
4.				
5.				
6.				